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# **Criminal Justice Planning Unit**



## **2003 Annual Report**

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## Message from the Chair, Ross Alderman, Public Defender


On behalf of the Criminal Justice Planning Subcommittee, I am pleased to present the 2003 Annual Report of the Davidson County Criminal Justice Planning Unit (CJPU). This report reflects both the substantial achievements of CJPU during the past year and the commitment of the Metropolitan Government to make use of all available resources to assure that the criminal justice system of Nashville-Davidson County is as well managed and efficient as possible.

The Criminal Justice Planning Unit could not have been successful without the support and creative vision of Mayor Bill Purcell and Finance Director David Manning. Mayor Purcell and Mr. Manning understand that a well managed criminal justice system requires not only that policy makers be aware of current data regarding the administration of justice, but also that they have access to reliable projection information in order to plan for the future. The allocation of resources to criminal justice planning is a tangible reflection of the Metropolitan Government's commitment to public safety.

I would like to take this opportunity to thank the members of the Criminal Justice Planning Subcommittee for their time, energy and wisdom. They have been tireless in their willingness to collaborate in order to understand and resolve the many complex issues inherent in a criminal justice system that seeks to fairly and efficiently address the needs of tens of thousands of citizens each year.

I also want to recognize the staff of the Criminal Justice Planning Unit. Donna Blackbourne, Diane Latiolais, Matt Morley and Patsy Brown have demonstrated commitment, creativity and insight as they have worked to learn and develop the computerized justice planning and projection instrument, while they were concurrently working to respond to almost daily requests for the ad hoc reporting and analysis of current data regarding the administration of the Davidson County criminal justice system.

During the coming year Davidson County criminal justice system will be confronted with new challenges. I am confident that the work of the Criminal Justice Planning Unit will allow the courts, police, sheriff and other criminal justice agencies to continue to efficiently manage the system while also assuring that public safety remains a priority for the Metropolitan Government.



## Message from the Director, Donna Blackbourne Jones

*As Director of the Criminal Justice Planning Unit, I am pleased to present our first Annual Report to Mayor Purcell and the Criminal Justice Steering Committee. This report provides information on our vision, mission, current activities and accomplishments.*

*On January 16, 2004, the unit completed its first year as one of Metropolitan Government's newest departments. After much planning and preparation, the Unit was in full operation by spring 2003. Since this time, our unit has been able to provide the various criminal justice departments, the Mayor's Office, the Finance Department, Metropolitan Law Department, and outside agencies, information not easily or at all obtainable before. This is the first time that Metro can develop and provide reports that contain information from all parts of our criminal justice system. By doing so, the policy makers of our criminal justice system will be able to make better management decisions, which in turn impacts the safety of citizens in Nashville.*

*Given the charge of forecasting the needs of our Criminal Justice System, whether it's jail beds, alternative sentencing programs, or additional staff in a criminal justice department, we have and will continue to develop reports that contain data that answers questions about our Criminal Justice System.*

*The keys to our current and future success come from a variety of sources. First and foremost, Mayor Purcell's dedication to and participation in the monthly Criminal Justice Steering Committee meetings, keeps our system focused on working together to address our needs. Secondly, without the help and consultation from individuals such as Walt Draper, Criminal Court Clerk's Office, Joan Frangos and Crystal Bennett, Sheriff's Office, Richy Vaughn and Beverly Fuller, Police Department, Nikki Myers and staff of JIS, we would not have been able to learn the different information systems needed to do our job. Another key is the time the members of the Criminal Justice Planning Subcommittee have given in providing guidance in the initial phase of creating our Unit's mission and future goals. And finally, with the help of Don Stoughton, Jim Austin and Wendy Naro, experts in the field of Criminal Justice Planning, our unit has a solid criminal justice research foundation to build on.*

*I would like to express my gratitude to Ross Alderman for his time, support, guidance and sense of humor as Chair of the Subcommittee. He has provided me much needed help in the challenge of starting a new department.*

*I also would like to give my thanks to the CJPU staff. I could not have asked for anyone to be as knowledgeable, patient, dedicated and talented as they are. They have worked very hard in making our unit successful.*

*Finally, I would like to thank David Manning, Finance Director and staff, Talia Lomax-O'dneal, James Gray and Bill Hyden, for their time and expertise in helping us develop a results oriented budget that will help us be efficient and effective.*

*In closing, I look forward to our second year. Being so new, we will evaluate the past year reports to see if we need to make changes in order to provide the most accurate, valid data possible. We will publish our second annual forecasting report and provide a midyear assessment that will compare actual numbers with forecasted numbers. We will continue to provide monthly reports which give a current picture of various activities in our system and respond to ad hoc reports as requested. The end result of providing this type of data will be better management of our criminal justice resources. I am very proud to be part of a system that is dedicated to providing the citizens of Davidson County a safe community in which to live.*

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## **The Mayor's Criminal Justice Steering Committee**

Bill Purcell, Mayor

Steve Dozier, Criminal Court Judge

Leon Ruben, General Session Judge

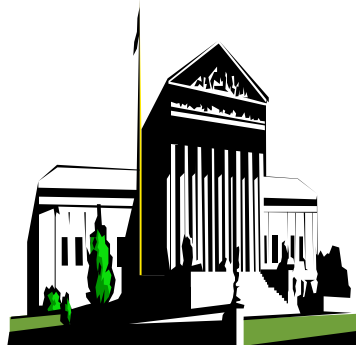
Daron Hall, Sheriff

Victor S. (Torry) Johnson III, District Attorney

Ronal Serpas, Chief of Police

Karl Dean, Director of the Department of Law

Ross Alderman, Public Defender



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## **The Criminal Justice Planning Subcommittee**

Ross Alderman, Public Defender

Leon Ruben, General Session Judge

Steve Dozier, Criminal Court Judge

Daron Hall, Sheriff

Victor S. (Torry) Johnson III, District Attorney

Ronal Serpas, Chief of Police

Karl Dean, Director of the Department of Law

## **The Criminal Justice Planning Unit Staff**

Donna Blackbourne Jones, Director

Patsy Brown, Administrative Specialist

Diane Latiolais, Data Analyst

Matthew Morley, Information Systems Specialist



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## **Criminal Justice Planning Unit**

### **Business Plan**

#### **VISION:**

Excellence in Criminal Justice Planning and Forecasting

#### **MISSION:**

The mission of the Criminal Justice Planning Unit is to provide accurate and timely data to various criminal justice departments and policy makers of Davidson County. By providing this information, these various individuals will be able to make informed decisions in developing management strategies for offenders under supervision (incarcerated or community).

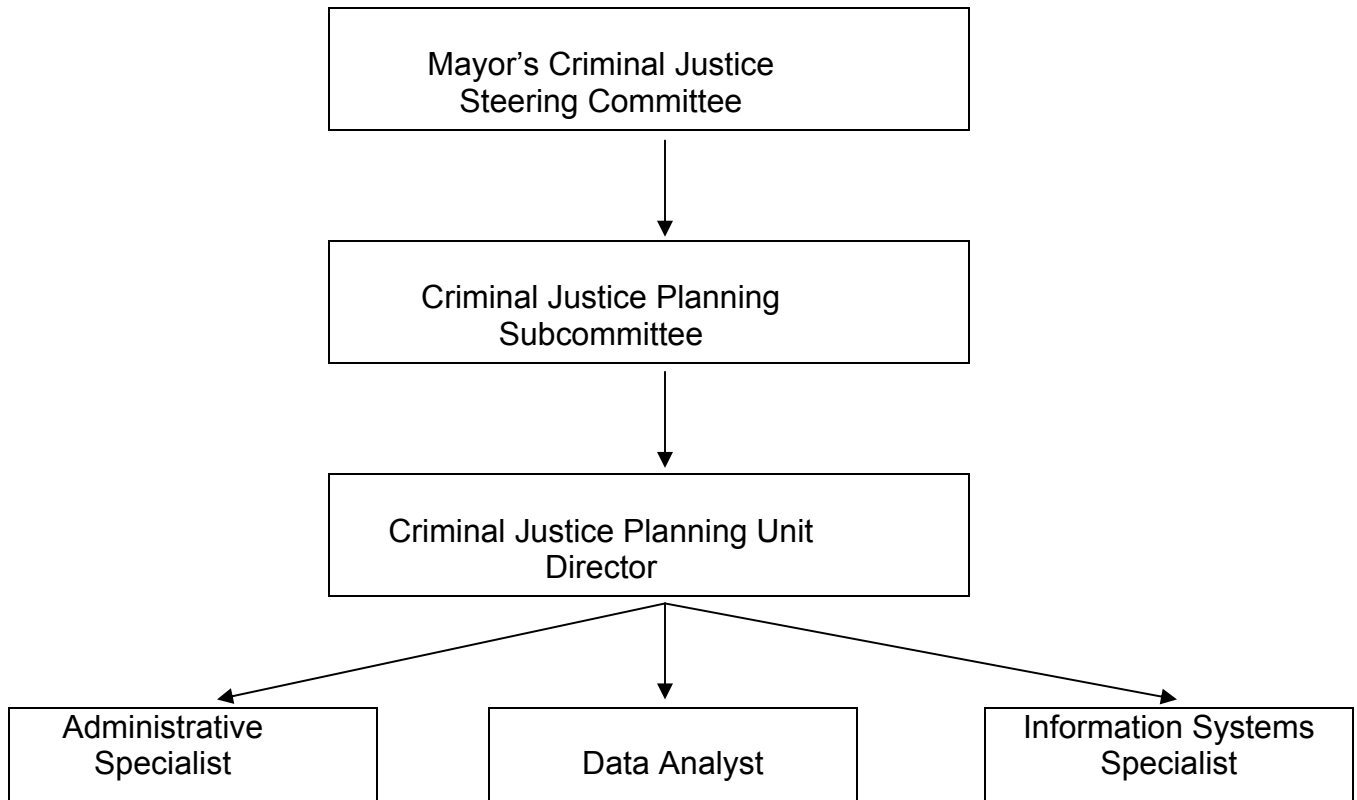
- **Goals**

- 1) Through the collection of data from various criminal justice departments, the CJPU will produce reports that forecast the future demand of jail beds and program services.
- 2) The CJPU will develop and produce monthly reports that give current, up to date information on criminal justice activities within our system.
- 3) The CJPU will respond efficiently and effectively to requests for ad hoc reports, providing accurate data.



# The Criminal Justice Planning Unit

## Organizational Chart





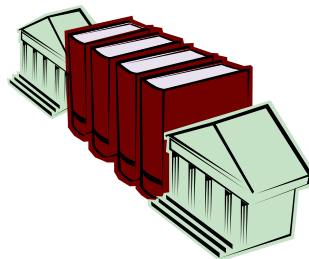
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## **Administrative Information**

Since the Criminal Justice Planning Unit was funded in mid FY2002/03, the budget was placed under the Public Defender's Office. Effective July 1, 2003, the Unit became independent after Metro's FY2003/04 budget was passed by Council. Our temporary location is the Trial Lawyers Building until the new court annex building is completed. We were fully staffed by May 2003 with expert employees. The Mayor's Criminal Justice Steering Committee has met monthly since its inception in November, 1999. The Criminal Justice Planning Subcommittee meets monthly, a week before the Mayor's meeting, in order to plan or finalize any report that will be presented. The CJPU staff has received training on the population forecasting model by the developers at the Institute on Crime, Justice and Corrections. The staff has also become very proficient in using the Criminal Justice Information System (CJIS), the Jail Management System (JMS) and the Police Department's arrest data. The Unit has also become actively involved in the Women Offender's Task Force, the Criminal Justice Information System Data Warehouse development and the Criminal Justice Information system implementation meetings.

### **CJPU Budget Overview FY 03/04**

|                       | <b>Budget</b>         | <b>Actuals</b>        | <b>Projected</b>     | <b>Total YTD</b>   |
|-----------------------|-----------------------|-----------------------|----------------------|--------------------|
|                       | <b>Jul 03 - Jun04</b> | <b>Jul 03 - Feb04</b> | <b>Mar 04 -Jun04</b> | <b>+ Projected</b> |
| Personnel             | \$ 317,000.00         | \$ 207,200.00         | \$ 108,200.00        | \$ 315,400.00      |
| Professional Services |                       |                       |                      |                    |
| Management Consultant | \$ 100,000.00         | \$ 30,000.00          | \$ 30,000.00         | \$ 60,000.00       |
| Operating Expenses    | \$ 38,400.00          | \$ 11,300.00          | \$ 2,300.00          | \$ 13,600.00       |
| Totals                | \$ 455,400.00         | \$ 218,500.00         | \$ 170,500.00        | \$ 389,000.00      |



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## **Accomplishments**

### **Annual Population Forecasting Report**

The Criminal Justice Planning Unit published its first semiannual Population Projection Report in September 2003. This report, the first of its kind for Davidson County, projects ten (10) years of jail bed needs for our correctional population. Included in this report is information on crime rates, average daily correctional population, admissions into jail, average length of stay, releases by bonding companies and the Pretrial Release Program, demographic trends and an overview of our criminal justice process. The staff of the CJPU invested many hours of training, research and data analysis to produce this valuable report for our policy makers.

### **Monthly / Ongoing Reports**

One of our goals is to show current, real time activity in our criminal justice system. The following reports have been developed and are published either daily, weekly, monthly or quarterly.

1. The Daily Jail Count

This report provides population counts for each correctional facility (Criminal Justice Center, Hill Detention Center, Correctional Work Center and Metro Detention Center), showing how many of the available beds are being used and the capacity limit of each facility.

This report is sent out daily.

2. Criminal Justice System Report

This report provides the following information:

- a. Total arrests
- b. Total number of individuals released by bonding companies, the Pretrial Release Program or other means
- c. Total number of new cases filed, concluded and pending in General Sessions and Criminal Court
- d. Total number of warrants bound over to the grand jury

This report also provides the yearly percent of change in all these areas since 2001.

This report is published monthly.

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3. The Monthly Average Daily Jail Population Report

This report provides the following information:

- a. Average daily population for all correctional facilities, broken down by legal status, gender and facility
- b. Percent of change by month and year
- c. Total of physical arrests and state citations

This report is published monthly.

4. The Early Release Eligibility List

This report provides pre-selected names of individuals convicted of misdemeanors, their date of incarceration and projected release date (charges such as driving under the influence (DUI) and domestic violence related are excluded). This report is updated weekly, but is only published on an as needed basis and only given to the General Session Judge Representative to the Mayor's Criminal Justice Steering Committee.

5. Case Flow Management Report

This report provides information on General Sessions and Criminal Court cases, giving the length of time it takes to process the case from arrest to final disposition. It also provides case clearance rates (number of new cases verses case concluded in a given time frame).

This report is published quarterly.

## **Ad Hoc Reports**

Since January, 2003, the CJPU received 39 requests for ad hoc reports. The majority of these requests came from Metro's Criminal Justice Agencies such as the Sheriff's Office, General Session Court, Police Department, the Public Defenders Office, State Trial Courts and Finance. Requests were made for a variety of reasons:

1. Assistance in budget preparation
2. To identify seasonal trends in DUI arrests
3. Monitor jail population during holidays
4. Compare forfeiture rates between bonding companies and the Pretrial Release Program
5. Help plan starting dates for new programs in our jails
6. Provide recidivism rates on individuals that have completed a substance abuse program
7. Assist in determining the need for our courts to be open on weekends and / or holidays
8. Analyze arrests and incarceration trends on females

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## ■ Research and Planning

Data for our research, analysis and reports, primarily come from Criminal Justice Information Systems, (CJIS) Jail Information System (JMS) and from the Police Department. In addition to the local data, we provide information from the Bureau Justice Statistics (BJS), the Bureau Justice Assistance (BJA), the National Center for State Courts (NCSC) and other nationally recognized agencies in order for our system to begin to set standards comparable to nationally accepted criminal justice practices. We have joined the Justice Research and Statistics Association, American Jails, American Correctional Association and American Statistical Associate to continue our education in the area of criminal justice planning.

## ■ CJPU Web site

We have created a departmental web site: [www.nashville.gov/CJPU](http://www.nashville.gov/CJPU)  
This site will be updated with monthly and annual statistical reports.

